



WHERE COMMUNITY AND SPIRIT MEET®

Architectural Review Board/New Single Family Residence****
Checklist of all required information to be submitted
(Incomplete submissions will be returned for completion.)

Submit 1 copy of all documents listed below:

- ___ Completed **Architectural Review Board – Design Submission Application**
- ___ Completed **Project Description Worksheet** – All sections, two (2) pages
- ___ Completed **Application for Single Family Site Plan Worksheet** – All applicable sections, six (6) pages
- ___ Complete ***ONLY IF REMOVING A STRUCTURE: Demolition Permit Application*** with all required information (may have been submitted prior to ARB application)
- ___ Completed **Building Permit Application**

Submit 10 sets of all documents listed below in collated, packet form:

- ___ Site plan/survey appropriate scale in **11" x 17" format** to include: the proposed building footprint and location with dimensions, grade contours, dimensioned property setbacks with neighboring front setbacks of existing structures per Zoning Code, finished first floor height of proposed structure and existing neighboring structures per Zoning Code, and any easements, restrictions, rights of way, or other property encumbrances.
- ___ Building/floor plans, ½ story FAR plan, building elevations, and roof plan: *Drawings may be computer generated or manually drawn – either hard line or refined freehand sketch style and clearly legible.*
- ___ Existing property photos (all four sides) that show the property (front, back and sides of the lot) and areas of improvement. Minimum 3"x4" size.
- ___ Streetscape with neighboring properties: 3 houses on either side of the property and 7 houses across the street. Minimum 3"x4" size
- ___ Any additional drawings, documentation, photos, renderings, or material samples that will assist in conveying design intent

Submit 1 color rendering of elevations – may be brought to the meeting.

****ALL DRAWINGS MUST BE SCALABLE, CONTAIN APPROPRIATE DIMENSIONS, AND IN 11" X 17" FORMAT****

**CITY OF KIRKWOOD
ARCHITECTURAL REVIEW BOARD
SUBMITTAL SCHEDULE
2017**

The meeting schedule and submittal schedule follows:

LAST DATE FOR SUBMITTAL*	ARB MEETING DATE**
December 27, 2016	January 3, 2017***
January 9, 2017	January 17, 2017***
January 30, 2017	February 6, 2017
February 13, 2017	February 21, 2017***
February 27, 2017	March 6, 2017
March 13, 2017	March 20, 2017
March 27, 2017	April 3, 2017
April 10, 2017	April 17, 2017
April 24, 2017	May 1, 2017
May 8, 2017	May 15, 2017
May 22, 2017	June 5, 2017
June 12, 2017	June 19, 2017
June 26, 2017	July 3, 2017
July 10, 2017	July 17, 2017
July 31, 2017	August 7, 2017
August 14, 2017	August 21, 2017
August 28, 2017	September 5, 2017***
September 11, 2017	September 18, 2017
September 25, 2017	October 2, 2017
October 9, 2017	October 16, 2017
October 30, 2017	November 6, 2017
November 13, 2017	November 20, 2017
November 27, 2017	December 4, 2017
December 11, 2017	December 18, 2017

* Date by which application must be submitted for review by Building Commissioner's Office for processing. Incomplete applications will be returned

** Date application will be presented to **ARCHITECTURAL REVIEW BOARD** by petitioner.

*** If a meeting falls on a holiday, the ARB meeting will be held on a Tuesday but the deadline will remain the prior Monday.

Schedule is subject to change.

Municipality Worksheet - (Kirkwood, MO 63122)

CITY CONTACTS AND CODES

Building Commissioner:	<i>Jack Schenck, Jr. (314-822-5814)</i>	Current Building Code:	<i>2009 IBC/IRC (amendments)</i>
Planning and Zoning:	<i>Commercial: Jonathan Raiche (314-984-5926) Residential: Amy Lowry (314- 822-5815)</i>	Current Electrical Code:	<i>2008 NEC (amendments)</i>
Plan Reviewer:	<i>Russell Todd (314-822-5817)</i>	Current Plumbing Code:	<i>2009 IPC (amendments)</i>
Fire Marshal	<i>Leo Meyer (314-822-5884)</i>	Current Mechanical Code:	<i>2009 IMC (amendments)</i>
Notes/Special Instructions:	CODES		

REQUIRED APPLICATIONS, WORKSHEETS, & PERMITS

ARB Application:	Yes- All exterior	Site Coverage and FAR Calcs:	Yes
Tree Permit or Study:	Yes- see below	Municipal Inspections:	<i>Bldg., Plumb., Mech., (Electrical for one & two family residential only)</i>
Land Disturbance/Grading:	Yes- over 1 foot of grade change	STLCO inspections:	<i>Electrical only- on Three Family residential or more and Commercial</i>
Site plan	Yes	Contractor License Required	Yes- \$50 fee plus insurance req.
Notes/Special Instructions:	ARB BOA PERMITS		

BOARD OF ADJUSTMENT

Meeting Frequency:	2 nd Monday of every month	Site Coverage and FAR Calcs:	Yes
Submission Lead Time:	24 calendar days before mtg.	Submittal Format	Site plan scale 1"=20'
Pre-Submittal Meeting	Required	Copies Required	12
Variance Costs:	<small>\$240 addition/alterations/accessory structures \$500 others, \$50 ea. additional item CALL TaMara Pelkey (secretary) 314-822-5816</small>	Historical Districts:	Yes <small>Amy Lowry-Landmark Liaison 314-822-5815</small>
Notes/Special Instructions:	Board of Adjustment website		

ARCHITECTURAL REVIEW BOARD

Meeting Frequency:	1 st and 3 rd Mondays	Submission Lead Time:	7 calendar days before mtg.
Color Rendering:	Required- see examples	Submittal Format	11" X 17" all documents
Photos & Streetscape:	Required- see examples	Existing and Proposed Surveys:	Yes
Historical Districts:	Yes- Local and National	Sign Rules and Requirements:	Yes- Kirkwood Sign Ordinance <small>New single-fam.-res. \$150, All others & signs \$100 TaMara Pelkey (secretary) 314-822-5816</small>
Special Req. Demolition	Historic districts		
Design Restrictions & Requirements:	ARB website		
Notes/Special Instructions:	Applications		

SURVEY REQUIREMENTS

Existing:	Shall be submitted at demolition including grade contours, FFFH and "spot grade" and structures to be removed	Proposed:	Shall be submitted at Single-Family Site Plan Review/ Architectural Review submission
Topo:	Yes		
FFFH-Finished first floor height averaged requirements	Yes See example herein or on website.	Foundation "Spot"/ FFFH Survey:	Yes Specific ordinance on finish floor height
Demolition Plan:	Yes- details site setup	Lot Consolidation:	Yes- if applicable
		Storm water drainage Req.	Yes -site specific
Notes/Special Instructions:	Click here for FFFH & Front Setback Calculation Examples		

TREE PROTECTION

Tree Study Required:	Yes	Tree Protection Specifications:	Yes-specific requirements
When Required:	Prior to issuance of permits	Protection Fence Type:	3' green mesh w/ 5' green t-posts
Approved Arborist List:	Contact Public Services	Signage Required	Yes- specific design and type
Notes/Special Instructions:	Click here for website information - requirements are in ARB submittal packet		

SILTATION CONTROL/ MISCELLANEOUS ITEMS

Plan Requirements:	Indicate on demolition plan	Portable Restroom	Shall be screened and setback 15 feet from front
Fence Type:	Woven fabric type fencing	Material Storage	Shall be on either paved or rock surface
Site entry	Shall be rocked or paved surface	Debris/Trash	Shall be disposed of in dumpster- tarped
Excavation Req.	All excavations shall be protected with min. 4 foot fencing	Right Of Way	Sidewalk closed max. 72 hours NO MUD SHALL BE TRACKED OFF SITE
Notes/Special Instructions:	Click here for website information - requirements are in ARB submittal packet		

* The information contained in this document is designed to help provide an overview of the municipality requirements, codes, and regulations. As these rules and regulations are ever-changing, do not take this information as fact.



**ARCHITECTURAL REVIEW BOARD
DESIGN SUBMISSION APPLICATION**

Date Stamp

139 S. Kirkwood Rd. Kirkwood, MO 63122
(314) 822-5816 Fax (314) 822-5898

Meetings are held on the **1st and 3rd Mondays** (excluding holidays) every month.
The deadline to submit your application is **2 p.m.** one week prior to the meeting date.
See checklist for required submittal documents to accompany this application

Property Address _____ Case # _____ Zoned _____

Is the property a Kirkwood Landmark? Yes No In a Local Historic District? Yes No

Scope of work - _____

Construction Type/Fee:

New House - \$150.00 Addition - \$100.00 Accessory Structure/All others - \$100.00

APPLICANT

Name _____ Phone _____

Address _____

City, State, Zip _____

E-mail (Agenda will be e-mailed to applicant) _____

PROPERTY OWNER

Name _____ Phone _____

Address _____

City, State, Zip _____

ARCHITECT INFORMATION

Name _____ Phone _____

Address _____

City, State, Zip _____

I have read the Architectural Review and Building regulations of the City of Kirkwood. I hereby certify that the project is located on property for which I have the legal right to construct. I hereby affirm the above statements are true and correct and agree to fully comply with the ordinances of Kirkwood. I hereby certify that the owner(s) of record authorizes the proposed work and I have been authorized by the owner(s) to make this application as their agent. Applicants or their representative shall attend all meetings.

Applicant's Signature

Applicant's Printed Name

Date

City Use Only Received by _____ Agenda Date _____

Zoning Comments _____

Building Comments _____

PROJECT DESCRIPTION WORKSHEET

Section A: General Information

Nature of Application (Check all that apply):

- New Construction Addition
- Accessory Structure (Please Specify): _____
- Other (Please Specify): _____

Description of Work: _____

Section B: Neighborhood Context (New Construction & Additions)

Please attach to this application digital color photographs **labeled with the address** of all structures within the Neighborhood Context as well as any existing structures on the Subject Parcel as shown on the key below. Photos must be a minimum 3"x4" size:

Photo 1	Photo 2	Photo 3	Subject Parcel	Photo 4	Photo 5	Photo 6
Street						
Photo 7	Photo 8	Photo 9	Photo 10	Photo 11	Photo 12	Photo 13

Material Palette: Any material present on 20% or more of the front facades of existing houses within your Neighborhood Context is considered a Predominant Material (there may be more than one). If a single material is dominant on more than 70% of the houses within the site context that material is considered to be the Single Dominant Material.

Single Dominant Material: _____

Predominant Material: _____

Section C: Site Context

1.) Building Form and Articulation

Architectural Style: _____

Number of Stories: _____ Building Height: _____ Number of Roof Lines: _____

Roof Type: _____ Primary Roof Pitch: _____

Secondary Roof Pitch: _____ Tertiary Roof Pitch: _____

2.) Building Materials

Primary Exterior Wall Material: _____

Secondary Exterior Wall Material: _____

Tertiary Wall Material: _____

Primary Roof Material: _____

Secondary Roof Material: _____

3.) Exterior Windows and Doors

Type of Door: _____

Type of Window: _____ Pane Arrangement: _____

4.) Detailing

Foundation Wall Covering: _____

Location of Utility Equipment: _____

Screening of Utility Equipment: _____

FLOOR AREA RATIO OF HOUSE

(Excludes Detached Accessory Structures, Basement Areas, Unenclosed Porches & ½ Story Living Areas)

	Existing House to Remain (sf)		Proposed New (sf)		Total (sf)
10. First floor	_____	+	_____	=	_____
Excludes all unenclosed porches					
11. Second floor	_____	+	_____	=	_____
Includes space open to the first floor below					
12. Half story	_____	+	_____	=	_____
See Zoning definition and example sheet herein					
13. House total (items 10+11+12)					
	13a _____	+	13b _____	=	13c _____
14. Attached garage	14a _____		14b _____		
15. 50% of attached garage	_____	+	_____	=	_____
16. Floor area per code (items 10 + 11 + 15)				=	_____
17. Floor area ratio: gross floor area (item 16) divided by lot area (item 1b) x100				=	_____ %

ALLOWABLE FLOOR AREA RATIO (item 17)

For lots of 10,000 SF or less, the maximum floor area ratio is 35%, or 2,250 SF whichever is greater;
 For lots greater than 10,000 but less than 20,000 SF, maximum F.A.R. is 30%, or 3,500 SF, whichever is greater;
 For lots 20,000 SF or greater, the maximum floor area ratio is 25%, or 6,000 SF, whichever is greater.

BASEMENT CALCULATIONS

	Existing to Remain (sf)		Proposed New (sf)		Total (sf)
18. Finished area	18a _____	+	18b _____	=	_____
19. Unfinished area	19a _____	+	19b _____	=	_____
20. Total Basement area (items 18+19)				=	_____
21. Vertical distance between basement ceiling and average grade of adjoining ground				=	_____ ft

A basement by zoning code definition must have a minimum of ½ of its height below the average grade of the adjoining ground. **If not, or if Item 21 is more than 5', then the basement is considered a story.**

HEIGHT OF HOUSE

	Existing to Remain		Proposed New
22. Height of house (ft)	_____		_____
23. Number of Stories	_____		_____

Height is measured from average grade in front of home to top of roof, and **may not exceed 2 ½ stories and 35 feet**

DRIVEWAY

24. Driveway width at property line _____feet

Driveway width shall be at least ten feet and may not exceed twenty feet at property line, not including driveway apron flare to street. Driveway may be located on property line, but flares cannot cross projected side property line at street. Drive approach must be minimum 5' from storm inlet. Driveway must terminate at a garage or parking space behind the front line of the building; no parking space or turnaround is allowed in the front yard.

ATTACHED GARAGE WITH FRONT ENTRY

25. Width of house _____

26. Width of front entry garage _____

27. Percentage of garage frontage: (line 25) divided by (line 24) x 100 = _____%

Percentage of front entry garage frontage (item 27) may not exceed 55%.

28. Distance front entry garage extends beyond front wall of house _____feet

Front entry attached garage may not exceed ten feet beyond front wall of house (item 28).

ENCROACHMENTS INTO SETBACK REQUIREMENTS

	Front (feet) Existing/New	Rear (feet) Existing/New	Side (feet) Existing/ New
29. Porches/Decks	_____/____	_____/____	
30. Bay Windows	_____/____	_____/____	
31. Roof overhangs/ Architectural Features	_____/____	_____/____	_____/____
32. Fireplaces/Chimneys		_____/____	_____/____
33. Air Conditioners		_____/____	_____/____

ALLOWED ENCROACHMENTS

- An enclosed porch or deck (not more than one story in height) or a paved terrace may encroach up to 10 feet into the front or rear setback.
- Cantilevered interior space such as bay windows (not more than 16 feet in width) may extend up to 24 inches into the front or 36 inches into the rear setback.
- Roof overhangs or other architectural features may extend up to 30 inches into the front, rear or side setback.
- Fireplaces and chimneys may encroach up to 24 inches into the side setback or 36 inches into the rear setback.
- AC units shall be installed against the side or rear foundation wall or as near as possible in a location approved by the City.

DETACHED GARAGE/ACCESSORY STRUCTURE LOT COVERAGE

	Existing to Remain (sf)		Proposed New (sf)		Total (sf)
34. Detached garage (footprint)	34a_____	+	34b_____	=	_____
35. Other accessory structure(s)	35a_____	+	35b_____	=	_____
36. Total accessory structure lot coverage (items 34 + 35)				=	_____

Lot coverage by all accessory structures (item 35) may not exceed 1500 square feet.

37. Accessory structure lot coverage percentage: (item 36) divided by lot area (item 1b)x100=_____%

Lot coverage by all accessory structures (item 36) may not exceed 7.0%

DETACHED GARAGE/ACCESSORY STRUCTURE SIZE AND POSITION

	Existing to Remain (sf)		Proposed New (sf)		Total (sf)
38. Habitable Space In or above detached garage or other accessory building	38a_____	+	38b_____	=	_____
39. Minimum distance between detached garage/accessory structure and other structures on lot					_____feet

The minimum distance between an accessory building, including a detached garage, and any other structure on the lot must be ten (10) feet. Accessory structures shall be located behind the front line of the primary structure and a minimum distance of five (5) feet from the side or rear property line.

	Existing to Remain (ft)		Proposed New (ft)
40. Height of detached garage/ accessory structure	_____		_____

The height is measured from the average grade in front of the detached garage or accessory structure to the highest point of the roof, and may not exceed 24 feet. Detached garage or accessory structure height may not exceed house height, and may not exceed one and one half stories. Half story must comply with Zoning Code definition.

Accessory structures shall not contain a basement, kitchen, cooking facilities, fireplace, sleeping area, shower or bathing facility.

MINIMUM ESTIMATED CONSTRUCTION VALUE FOR SINGLE FAMILY RESIDENTIAL CONSTRUCTION

NEW RESIDENTIAL LIVING AREA

New Home

Residence area in square feet (line 13c) _____ x \$107.00/sf = _____

Finished basement in square feet (line 18b) _____ x \$54.05/sf = _____

Unfinished basement in square feet (line 19b) _____ x \$15.00/sf = _____

Bonus room in square feet _____ x \$23.94/sf = _____

Addition to Home

Residence area in square feet (line 13b) _____ x \$193.65/sf = _____

Finished basement in square feet (line 18b) _____ x \$54.05/sf = _____

Unfinished basement in square feet (line 19b) _____ x \$15.00/sf = _____

Existing floor remodel in square feet _____ x \$42.55/sf = _____

GARAGES AND ACCESSORY STRUCTURES

Attached, area in square feet (line 14b) _____ x \$41.65/sf = _____

or

Attached, area beneath habitable rooms (line 14b) _____ x \$64.20/sf = _____

Detached, area in square feet (line 34b) _____ x \$47.10/sf = _____

or

Detached, area beneath habitable rooms (line 34b) _____ x \$64.20/sf = _____

Habitable area in or above detached garage or,
in any other accessory structure (line 38b) _____ x \$107.00/sf = _____

Other accessory structures (sheds), area _____ x \$31.40/sf = _____

MISCELLANEOUS ITEMS

Decks, Porches, Sundecks w/o roof _____ sf x \$36.65/sf = _____

Covered decks, Porches, etc. _____ sf x \$67.05/sf = _____

Fireplaces, Masonry, each _____ x \$8,600 each = _____

Fireplaces, Prefab, each _____ x \$5,855 each = _____

Estimated Total Construction Value (add all above) = _____

NOTE: Sheds, swimming pools, fencing, driveways, emergency generators, and retaining walls require separate permits.

STORMWATER DISPERSAL INFORMATION

- Sump pump discharge pipe shall discharge to pop-up emitters or natural swale, show location on plans. Discharge must be minimum 10' from the property line.
- Storm water gutters shall discharge to pop-up emitters or natural swale, show location on plans.
- Drainage pattern to adjacent properties shall not be altered by new construction.

I certify that all the information, measurements, numbers, calculations and statements provided on this form are accurate. I hereby agree that all work shall be in full compliance with the information on this Single Family Site Plan Worksheet, the Zoning Code, Building Code and Code of Ordinances of the City of Kirkwood. I hereby certify that owner of record of this property authorizes the proposed work and I have been authorized by the owner to file this application in his/her behalf.

Name (print) _____

Company Name (if prepared by professional other than the home owner)

Address of Company (if applicable) _____

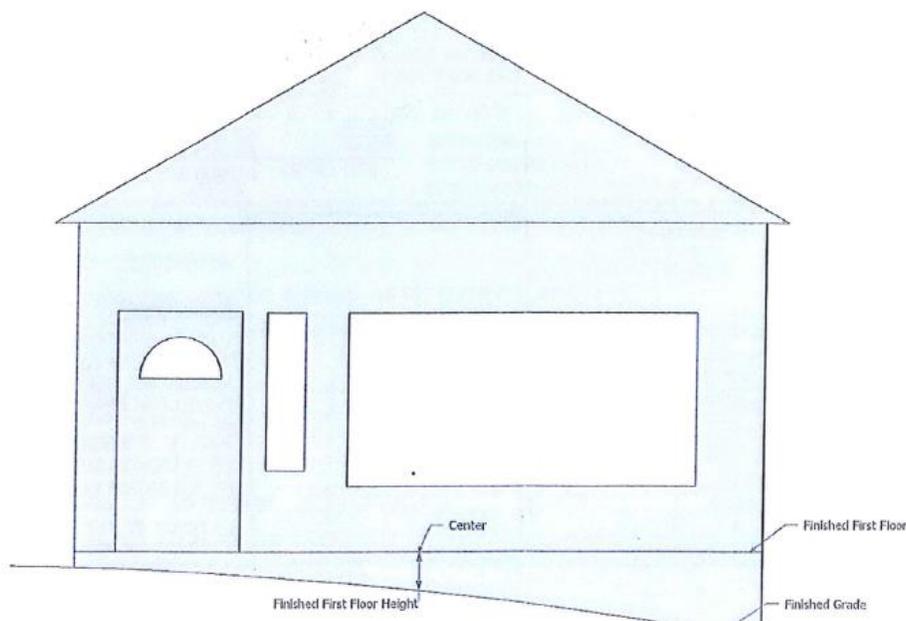
Phone Number of Preparer _____ FAX Number _____

E-Mail Address _____

Signature _____ Date _____

FINISHED FIRST FLOOR HEIGHT

* **Finished first floor height:** The height of a finished first floor measured horizontally at the existing finished grade to the finished first floor at the center of the front foundation wall as depicted in the diagram below.



** **Infill Residential Finished First Floor Height and Grade Adjustment.** The maximum finished first floor height for new residential structures for an interior lot located between two improved lots shall be determined by averaging the two existing finished floor heights of the structures on either side of the subject lot.

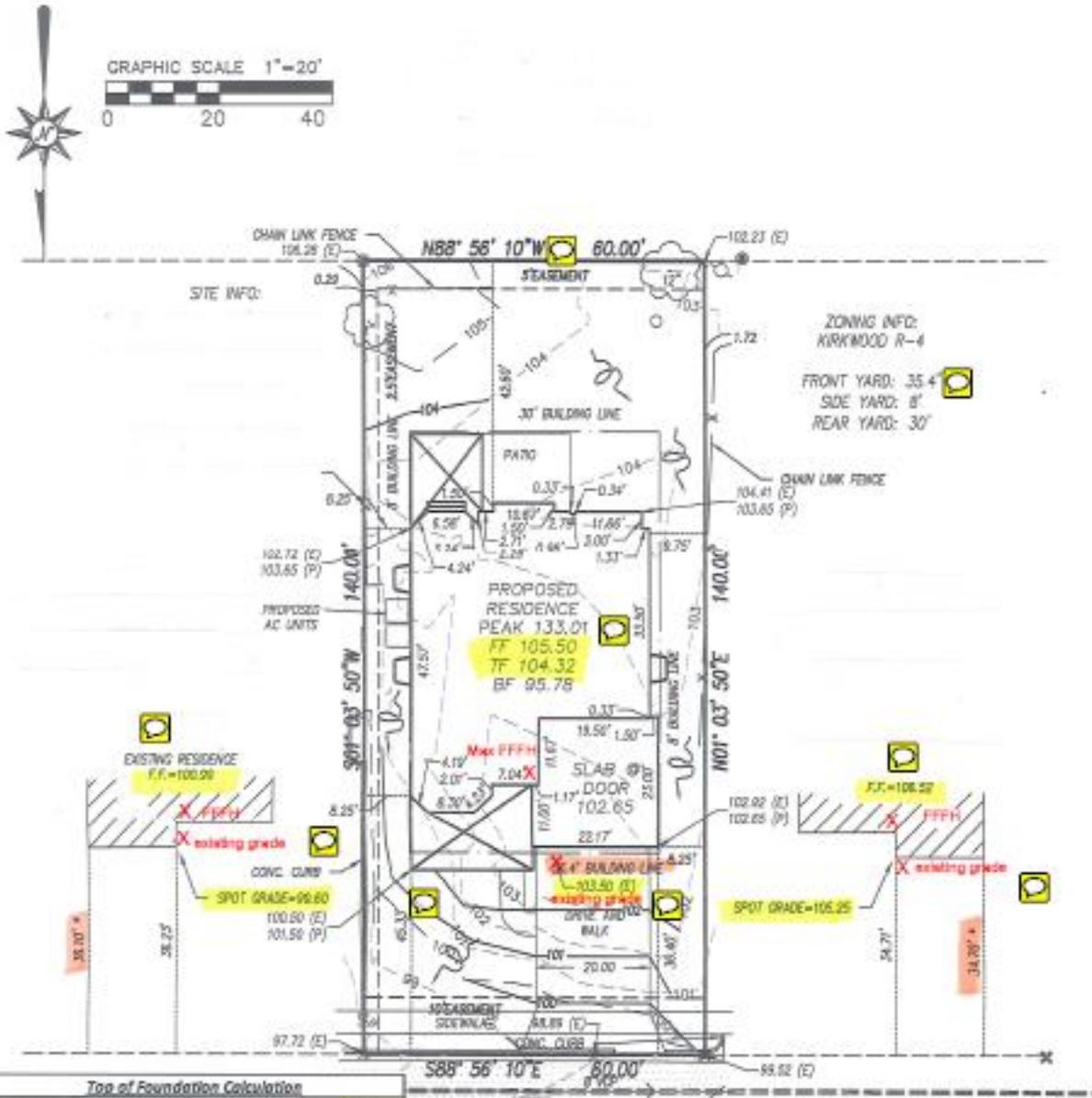
The maximum finished first floor height for new residential structures located (1) between an improved lot on one side and vacant lot on the other side or (2) between an improved lot and a street or (3) between a vacant lot and a street shall be determined by averaging the existing finished first floor heights of every improved lot within 200 feet, beginning from the property line of subject lot, in the same block and on the same street frontage. For corner lots the measurement shall be taken along both frontages and the more restrictive of the two averages shall apply.

However, when the maximum finished first floor height for a new residential structure is calculated to be less than 24 inches, the maximum finished first floor height for the new residential structure may be set to 24 inches, but if the maximum finished first floor height for the new residential structure would still result in any portion of the new foundation being below the minimum requirements of the adopted Building Code, a grade adjustment of up to 12 inches may be added to the maximum finished first floor height.

FINISHED FIRST FLOOR HEIGHT AND FRONT SETBACK CALCULATIONS

SITE PLAN PROPOSED CONDITIONS

(NORTH ARROW
ADOPTED FROM
RECORD PLAT)



Top of Foundation Calculation	
Existing Spot Grade at Middle of Foundation	103.50
Finished floor of House # 134	100.99
Spot Grade at Middle of House # 134	99.00
Finished First Floor Height	1.99
Finished floor of House # house	106.52
Spot Grade at Middle of House # house	105.25
Finished First Floor Height	1.27
Averaged Finished First Floor Height	1.33
MAX FF (Averaged FFFH + Existing Spot)	104.83
MAX Top of Foundation (MAX FF - 1.18)	103.65
The maximum finished first floor height is less than 24'. The Proposed FF Elev. will be set using the existing spot elevation measured at the middle of the existing house, adding 24' per city ordinance	
Adjusted MAX FF	105.50
Adjusted Max TF	104.32

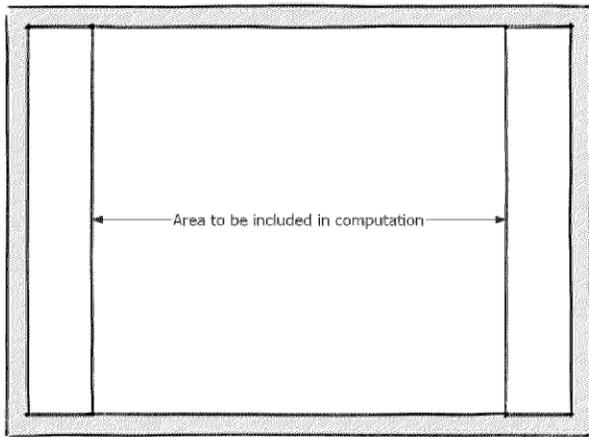
ASPHALT PAVEMENT			
Front Yard Setback Calculation			
Front yard setback house # 134			35.1
Front yard setback house # 142			34.7
Minimum Front Building Setback			35.4
Existing Site Coverage		Proposed Site Coverage	
Lot Area	8,400 sq. ft.	Lot Area	8,400 sq. ft.
Total	2851 sq. ft. 31.8 %	Total	3866 sq. ft. 46.0 %
House	1518 sq. ft.	Residence	2804 sq. ft.
Driveway	808 sq. ft.	Driveway	574 sq. ft.
Front Porch	15 sq. ft.	Front Porch	260 sq. ft.
Front Walk	74 sq. ft.	Patio	185 sq. ft.
Sidewalk	236 sq. ft.	AC Pad	33 sq. ft.

HALF STORY DEFINITION

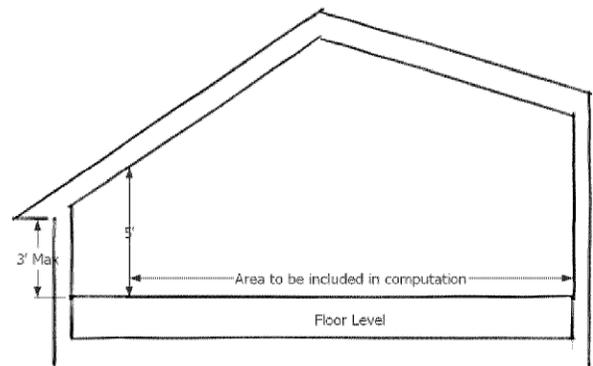
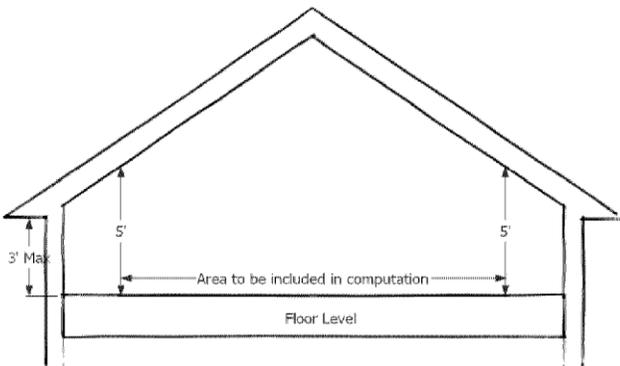
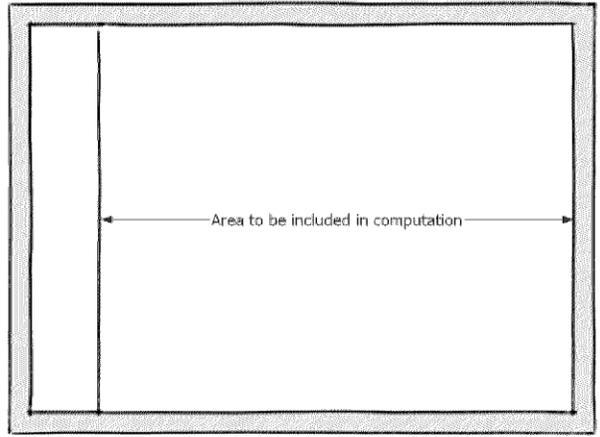
Story, half: A space under a sloping roof which has the line of intersection of roof decking and exterior wall face not more than three (3) feet above the top floor level, and in which space not more than two-thirds (2/ 3) of the floor area is used for residential living purposes. Floor areas with a ceiling height of five (5) feet or greater shall be included in the computation of allowed living space. A half -story shall not contain cantilevered areas, or more than twenty-five (25) percent open dormer floor area. In single-family residences, a half -story shall not contain independent apartment or living quarters as depicted in Figure 140- 5.

Figure 140-5

Without Dormer

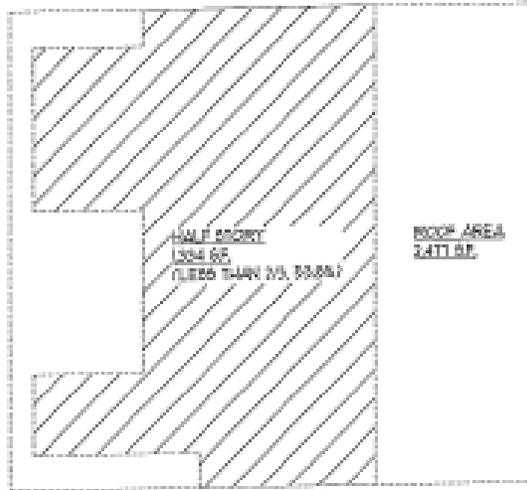


With Dormer



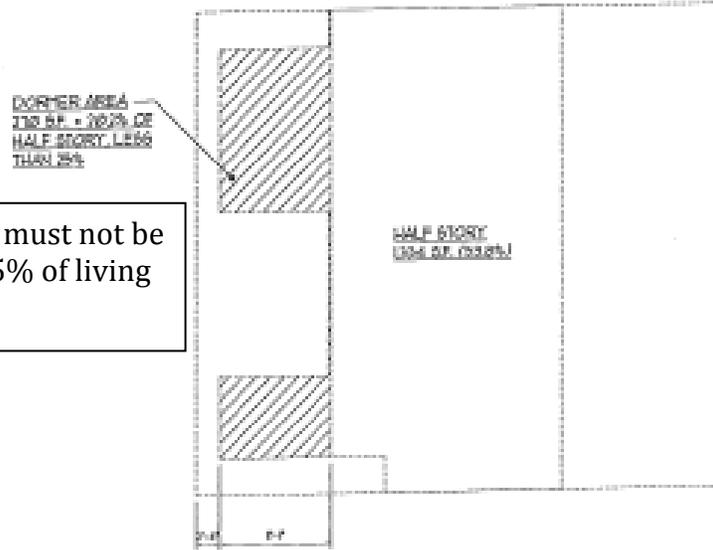
HALF STORY COMPUTATION EXAMPLE

Half Story living space must not be more than 2/3 of roof area



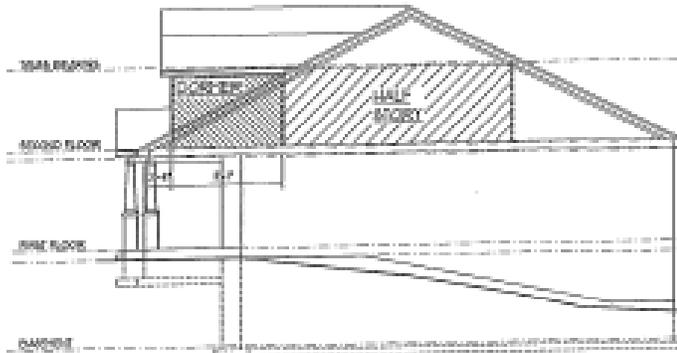
HALF STORY AREA PLAN

Dormer area must not be more than 25% of living space.



DORMER AREA PLAN

Floor areas with a ceiling height of 5 feet or greater shall be included in allowable living space.



DIAGRAMMATIC SOUTH ELEVATION



Demolition Permit Application

Building Commissioner Office 139 S. Kirkwood Rd.
Kirkwood, MO 63122 (314) 822-5823 Fax (314) 822-5898

Permit # _____

Zoning District _____

(Date Stamp)

Property Address: _____

Is the Property a Kirkwood Landmark or in a Kirkwood Historic District? YES NO

If yes, demolition plans must be submitted to Landmarks Commission, (Kirkwood Code of Ordinance 12 1/2 -

Property Owner Information

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-Mail: _____

Contractor

Business Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ License # _____

E-Mail: _____

Permit Fees and Deposits

Single Family Permit... \$120

Single Family Deposit Amount...\$2000

Single Family Deposit Fee....\$100

All Others (multi-family/commercial)..\$240

***Deposit Paid by** _____

Deposit Paid by

Refund to Name: _____

Mail refund to Address: _____

City/State/Zip: _____

Phone: _____ E-Mail: _____

Mail refund check Call - will pick-up

If work does not begin within 30 days and completed within 60 days of issuance date, the permit shall become null and void.

FOR SINGLE FAMILY ONLY:

- Failure to obtain a building permit, or complete the demolition and restore the site including grading, seeding/strawing and/or sodding and abate any code violations thereon within 60 days shall result in the deposit being forfeited to the City of Kirkwood.
- The City, after receiving a written request from the applicant or Contractor, may at its sole discretion extend the permit for one or more additional thirty (30) day period if warranted by conditions such as weather.
- The forfeiting of the deposit does not relieve the applicant from completing all work.
- The City assumes no responsibility to complete such improvements; however, if the City performs the site restoration, the cost to perform such work plus a \$500 administrative fee shall be deducted from the deposit.
- Within 60 days of issuance of the demolition permit the applicant or contractor shall make a request to the City for return of the deposit after the foundation has been approved on the new house being built or ground cover has been established.

Deposit is not required for demolitions in an approved subdivision or project that has been reviewed by Planning and Zoning Commission and there is a valid performance guarantee on file with the City for the subdivision.

I have read and understand the ordinances of the City of Kirkwood pertaining to demolition permits and the proposed work and hereby agree to comply with all provisions of the ordinances of the City of Kirkwood. I hereby certify that structure is located on property which I have the legal right to clear with full permission and understanding of the owner. The site clearance will be performed in accordance with the information on this permit application and all city codes; and further I recognize the City's authority to enter the site and perform site restoration and abate code violations if I fail to perform in accordance with city codes and this application.

Site Approved by: _____ Date: _____ Issue Approved by: _____ Date: _____

Demolition Check List – City Use Only

- ___ Application for demolition
- ___ Landmarks Commission approval (if applicable)
- ___ Site plan – including the following:
 - Indicate the structure(s) to be removed
 - Indicate existing grade contours of lot
 - Indicate location of siltation control devices throughout the property
 - Indicate location of portable restroom with screening and material storage area
- ___ Tree survey performed by arborist
- ___ Disconnects – including the following:
 - Ameren UE (342-1000)/Kirkwood Electrical (822-5842) disconnect
 - Missouri American (991-3404)/Kirkwood Water (984-5936) disconnect
 - Laclede Gas (658-5441) disconnect
 - AT&T telephone disconnect (if applicable)
- ___ Copy of the Waste Disposal Permit/(Asbestos Audit) St. Louis County (615-8924)
- ___ Sewer – shall be one of the following (check one)
 - Destroy lateral and cap/seal at the main
 - Replace lateral with minimum schedule 40 or greater from main back to property line
 - Install liner in lateral to main with approval of Public Works Department prior to work start
- ___ Site condition inspection and approvals {siltation control, tree protection, signage, portable restroom, material storage with hard surface or rock base, and rock base for parking (if needed)}

Once all of the above items have been completed/approved, the demolition permit shall then be issued by the Building Commissioner Office upon submission of the following fees:

- ___ Permit (single family \$120 or all others \$240)
- ___ Deposit amount (\$2000) - Single Family Residence Deposit fee (\$100)



I WANT TO TAKE DOWN A PUBLIC TREE AS PART OF MY DEVELOPMENT PLAN

- Removal of a tree from the City's right-of-way (ROW) requires permission from the Kirkwood Urban Forestry Commission.
- The commission meets on the fourth Tuesday of the month at 7:00 p.m. The agenda is prepared no later than the prior Thursday.
- Appearance before the commission is suggested prior to submission of building plans to the Architectural Review Board.
- To get on the agenda, contact the commission's staff liaison Georgia Ragland (raglangl@kirkwoodmo.org 314-822-5801).
- Submittal information:
 - A tree survey and/or preliminary site plan.
 - A written statement expressing the reason why the tree must be removed. Trees are important City assets and provide many advantages to the public. The commission wants to be convinced the removal is necessary, not simply convenient.
- With sufficient notice, the commissioners will drive by and view the tree prior to the meeting.
- Attendance at the meeting is strongly encouraged so the commissioners can ask questions and enter into a dialogue.
- You will be notified of the commission's decision by the staff liaison within three days following the meeting. If the request is granted, the property owner may remove the tree at their expense. The commission may require the planting of a new public tree, also at the property owner's expense.
- Trees planted in the City ROW should conform to the Street Tree Selection Guide (September 2012) found on the City's Website at www.kirkwoodmo.org.

TREE STUDY-SITE PLAN REVIEW

PROPERTY LOCATION: _____

***TREE/LANDSCAPE LOCATIONS SHALL BE INDICATED ON SITE SURVEY (SCALED) AND ATTACHED TO THIS STUDY SHEET**

List all significant trees (live, healthy trees, of a species suitable for the urban environment having a diameter of eight inches or greater) on premises, on abutting public rights-of-way, and on private property within five feet of all property lines.

KEY TO DRAWING	TREE SPECIES	DIAMETER	SAVE YES/NO IF NO, EXPLAIN IN NOTES	PROTECTION METHODS EXPLAIN IN NOTES, PROVIDE DRAWINGS	DOLLAR VALUE FROM <u>GUIDE FOR TREE APPRAISAL</u>	NOTES
A						
B						
C						
D						
E						
F						
G						
H						
I						
J						

NOTE: Public trees abutting the site shall not be removed and require tree protection fencing.

I hereby certify that I have viewed the premises and provide this professional opinion regarding the survivability of significant trees on the site and abutting the site and the appropriateness of proposed tree replacement and landscaping. Attached is a landscape plan prepared by me or under my direction.

Name/Signature/Certification/Date

** Copy this form as needed for additional trees.

**CITY OF KIRKWOOD
PUBLIC WORKS DEPARTMENT**

November 14, 2016

COMPANY NAME	INDIVIDUAL'S NAME	COMPANY ADDRESS	PHONE NUMBER	E-MAIL ADDRESS
Allen's Tree Service	John Beckman	2755 West Pearce Blvd, Wentzville, MO 63385	(636) 332-5535	johnb.allenstree@gmail.com
Davey Tree Expert Co.	Tom Beshoar	1206 Hanley Industrial Ct, Brentwood 63144	(314) 961-5440	tom.beshoar@davey.com
Droege Tree Care, Inc.	Colleen Baum	6770 Olive Blvd., St. Louis, MO 63130	(314) 863-1903	colleen@droegetreecare.com
Gamma Tree Experts	Bryan Davidson	P.O. Box 16103, Clayton, MO 63105	(314) 725-6022	bryan@gammamatree.com
Trees, Forests, & Landscapes	Michael A Sestric Michael Garrett	540 Clark Avenue, Kirkwood, MO 63122	(314) 821-6956	treesforests@sbcglobal.net

The above individuals have expressed an interest to perform tree studies in accordance with the codes of the City of Kirkwood. This list is not exclusive. Any arborist certified by the International Society of Arboriculture and qualified to perform tree studies may be utilized. The City of Kirkwood has no obligation or responsibility for the performance of the arborist. This list is furnished only to assist in the retaining of an arborist interested in performing tree studies. Certified Arborists who have an interest in tree studies may contact the City of Kirkwood Public Works Department at 314-822-5822 to be included on the above list.

TREE PROTECTION SPECIFICATIONS

General – Tree protection has three primary functions: (1) to keep the foliage canopy and branching structure clear from contact by equipment, materials, and activities; (2) to preserve roots and soil conditions in an intact and non-compacted state; and (3) to identify the Tree Protection Zone (TPZ) in which no soil disturbance is permitted and activities are restricted.

Trees to be Protected – All public trees on City right-of-way and all trees designated to be saved in tree study for site.

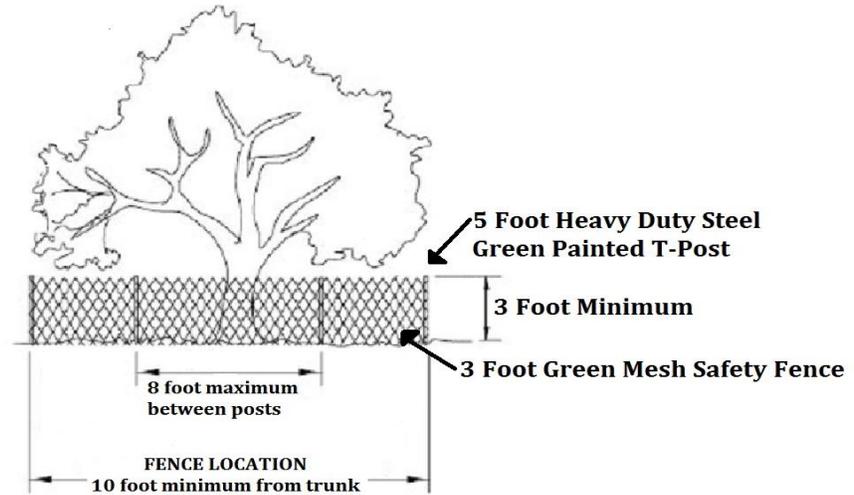
Materials

- a. The Tree Protection Zone (TPZ) is a restricted area around the base of the tree at the drip line with a minimum radius of ten (10) feet or as shown in the Tree Study, whichever is greater, enclosed by fencing. **No work, storage, or equipment operation shall be performed in this area.**
- b. Tree Protection: The fence shall enclose the entire area of the TPZ of the tree(s) to be protected throughout the life of the construction project. In some parking areas, if fencing is located on paving or concrete that will not be demolished, then the posts may be supported by an appropriate grade level concrete base, if approved. For trees situated within a planting strip or near a sidewalk or driveway, only the planting strip and yard side of the TPZ shall be enclosed with the required protective fencing in order to keep the sidewalk and street open for public use.
- c. Size, type, and area to be fenced: All trees to be preserved shall be protected with three (3) foot high green mesh fencing. Fencing is to be mounted on five (5) feet heavy duty steel green painted T-post driven into the ground to a depth of at least one (1) foot, six (6) inches (18" minimum) and no more than eight (8) foot spacing.
- d. Warning Sign: A warning sign shall be weatherproof (no holes through the paper signage) and prominently displayed on each fence at 20-foot intervals on the tree protection fencing. The sign shall be a minimum 8.5 inches by 11 inches and clearly state: "WARNING – Tree Protection Zone". See Exhibit A-S.
- e. Duration. Tree fencing shall be erected before construction begins and remain in place until final inspection of the project, except for work specifically allowed in the TPZ.
- f. During Construction.
 1. All neighbors' trees that overhang the project site shall be protected from impact and protection fencing may be required.
 2. The applicant shall be responsible for the repair or replacement of any publicly-owned trees that are damaged during the course of construction.
 3. The following tree preservation measures apply to all trees to be saved:
 - (a) No storage of material, topsoil, vehicles, or equipment shall be permitted within the TPZ.
 - (b) The ground under and around the tree canopy area shall not be altered
 - (c) Trees to be retained shall be irrigated, aerated, and maintained as necessary to ensure survival.

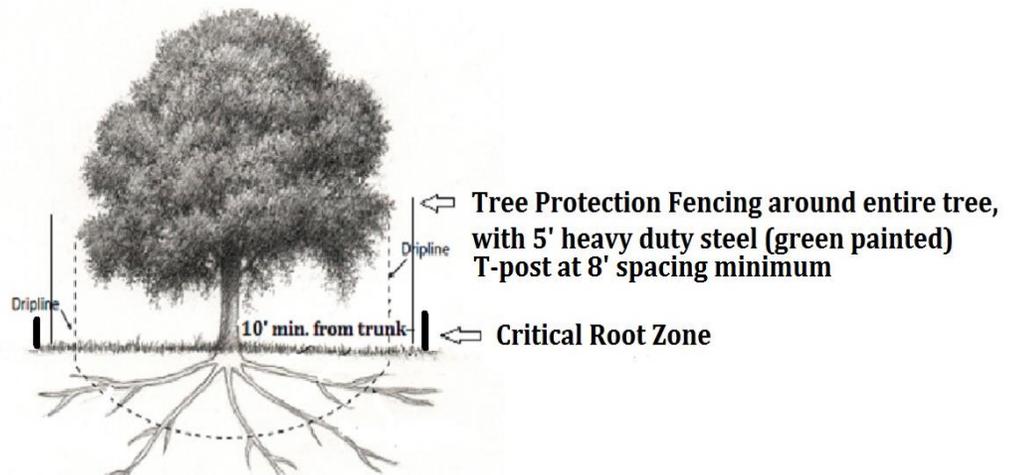
TREE PROTECTION FENCING

Revised October 2014

NOTE: 8.5" x 11" Warning signs are required on fencing a minimum of 20' intervals, with a minimum of one sign on each elevation of fence. Sign shall be moisture protected as in Exhibit A-S.



Distance from trunk shall be as shown in tree study or 10' minimum.



Laminated Tab 2" Min.



Holes



Paper laminated signage – No Holes

WARNING

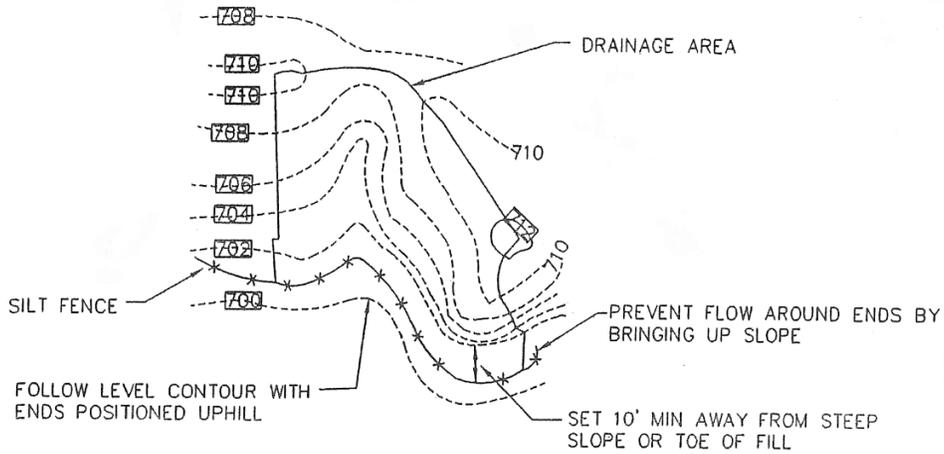
↑
2 1/2" Min.
↓

TREE PROTECTION ZONE

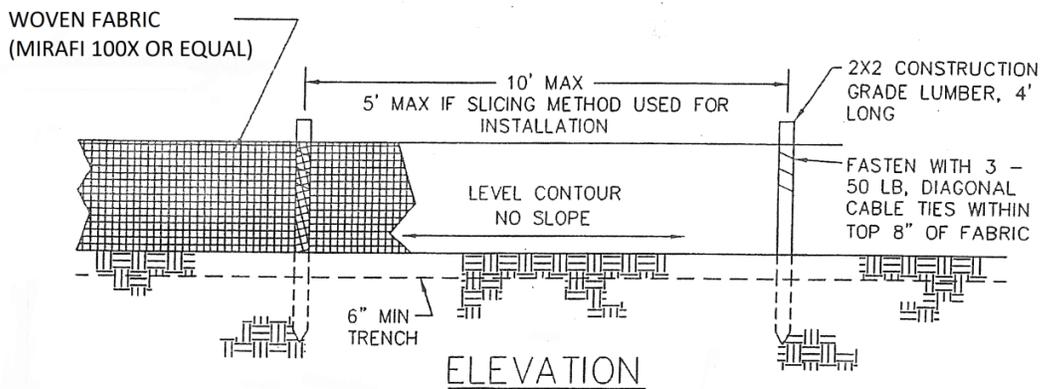
↑
1" Min.
↓

SAMPLE ONLY – RED LETTERING REQUIRED

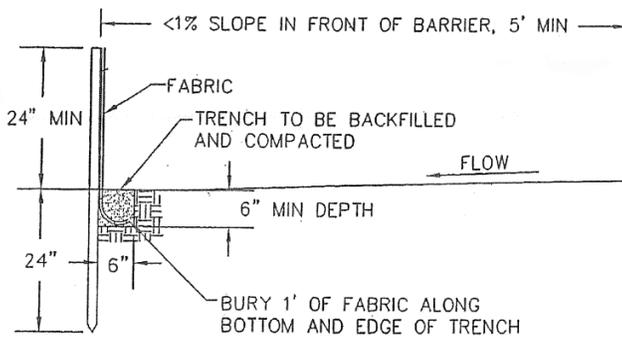
SILT FENCE SPECIFICATIONS



PLAN VIEW



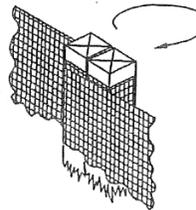
ELEVATION



SECTION

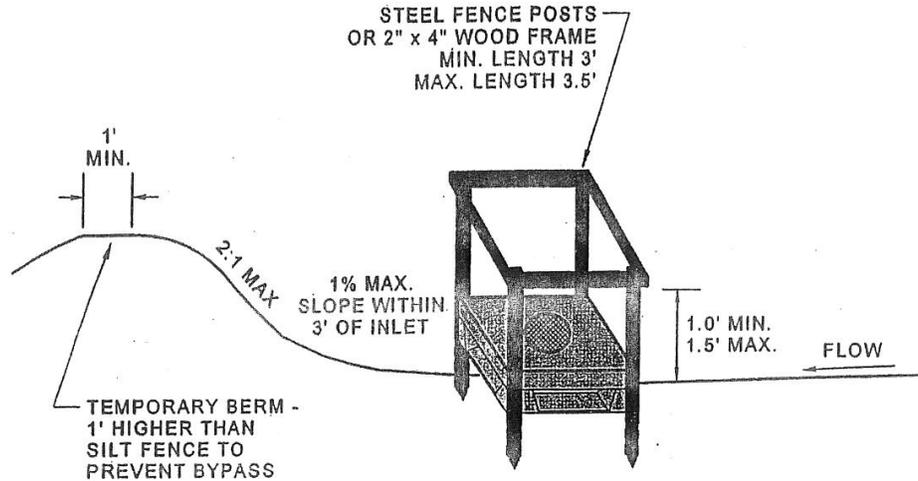
NOTE: IF FABRIC IS INSTALLED BY EQUIPMENT DESIGNED TO SLICE INTO THE GROUND, THE TRENCH IS NOT NEEDED

WRAP GEOTEXTILE AROUND STAKES BEFORE DRIVING

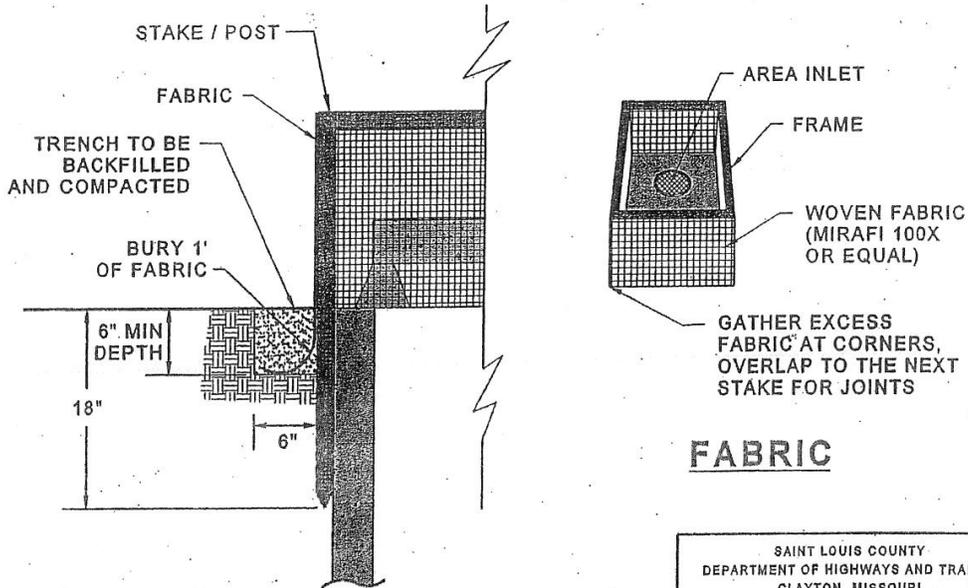


JOINING SECTIONS OF SILT FENCE

INLET PROTECTION SPECIFICATIONS



PERSPECTIVE



ELEVATION

FABRIC

SAINT LOUIS COUNTY
DEPARTMENT OF HIGHWAYS AND TRAFFIC
CLAYTON, MISSOURI

TYPICAL BMP DETAIL
**INLET PROTECTION -
FABRIC DROP**

REVISION DATE: January 15, 2004

CLOSING PUBLIC SIDEWALKS

In accordance with the following Section of the General Code of Ordinances:

Sect. 20-27. Closing of public sidewalks for construction of infill.

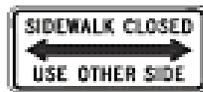
Existing sidewalks along the public right-of-way shall be maintained throughout the demolition and construction process of single-family infill residences and remain open for public use at all times except for temporary reconstruction of utilities, driveways, and sidewalks not exceeding 72 hours except with appropriate permits and authorization of the Public Works Director, Police Chief, or their authorized representative.

However, if authorization is given to close a sidewalk, the following requirements of the Missouri on Uniform Traffic Control Devices for Streets and Highways.

Section 6F.13 SIDEWALK CLOSED Signs (R9-9, R9-10, R9-11, R9-11a)



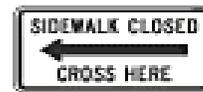
R9-9



R9-10



R9-11



R9-11a

SIDEWALK CLOSED signs (R9-9) should be used where pedestrian flow is restricted. Signs should be installed at the beginning of the closed sidewalk, at the intersections preceding the closed sidewalk, and elsewhere along the closed sidewalk as needed. Bicycle/Pedestrian Detour (M4-9a) signs or Pedestrian Detour (M4-9b) signs should be used where pedestrian flow is rerouted (See MUTCD Section 6F.53).

SIDEWALK CLOSED (ARROW) USE OTHER SIDE (R9-10) sign should be installed at the beginning of the restricted sidewalk when a parallel sidewalk exists on the other side of the roadway.

SIDEWALK CLOSED AHEAD (ARROW) CROSS HERE (R9-11) signs should be used to indicate to pedestrians that sidewalks beyond the sign are closed and to direct them to open crosswalks, sidewalks, or other travel paths.

SIDEWALK CLOSED (ARROW) CROSS HERE (R9-11a) signs should be installed just beyond the point to which pedestrians are being redirected.

These signs are typically mounted on a detectable barricade to encourage compliance and to communicate with pedestrians that the sidewalk is closed. Printed signs are not useful to many pedestrians with visual disabilities. A barrier or barricade detectable by a person with a visual disability is sufficient to indicate that a sidewalk is closed. If the barrier is continuous with detectable channelizing devices for an alternate route, accessible signage might not be necessary. An audible information device is needed when the detectable barricade or barrier for an alternate channelized route is not continuous.

STORMWATER DISPERSAL PRACTICES

The City of Kirkwood encourages all homebuilders to be aware of storm water runoff and strive to implement best practices when applicable. The following methods of storm water mitigation should be considered:

1. **Rain Barrels**: Connect downspouts directly to rain barrels. The stored water can then be utilized for watering landscape beds or gardens.



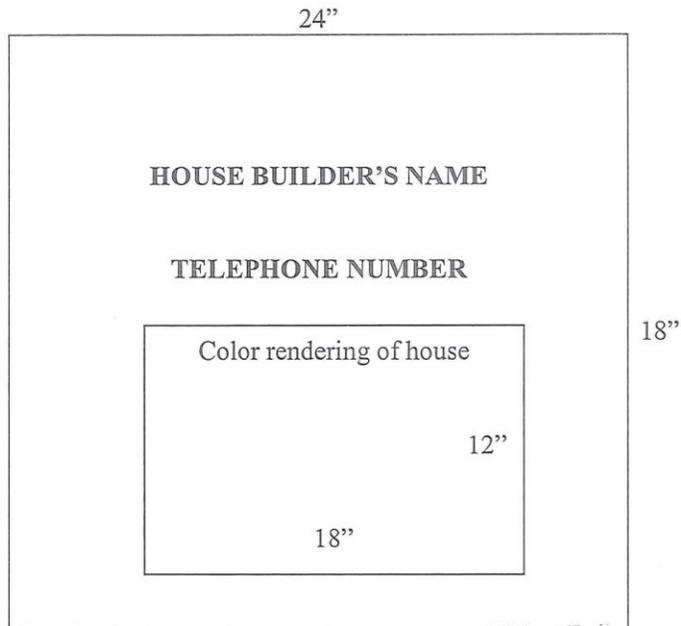
2. **Rain Gardens**: Direct downspouts to pervious areas such as a landscaping bed or rain garden, which can absorb and filter the storm water.



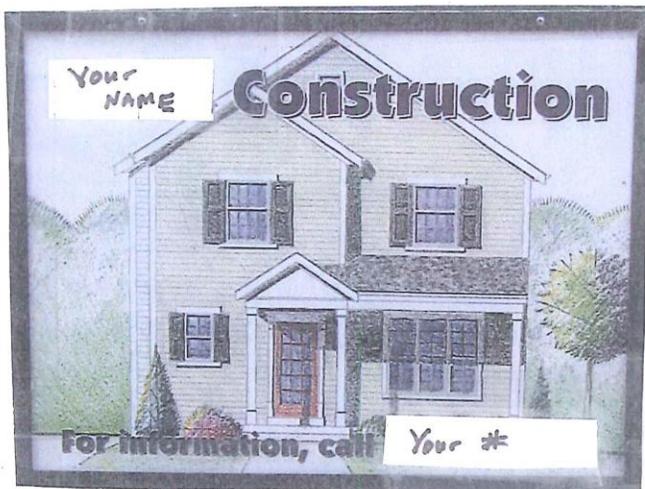
3. **Pop-up Emitter**: Connect downspouts to an underground pipe that discharges through a pop-up emitter. The pop-up emitter must be installed a minimum of ten **(10) feet** from the property line. Consider installation near landscaped areas for better infiltration.



**INFORMATIONAL SIGN
MINIMUM STANDARDS**



EXAMPLE:





Building Permit Application

Date Stamp

139 S. Kirkwood Rd. Kirkwood, MO 63122
(314) 822-5823 www.kirkwoodmo.org

WHERE COMMUNITY AND SPIRIT MEET®

PROJECT ADDRESS _____ **Permit #** _____

Zoning District _____

Please Choose: Single Family Multi-Family Commercial
 New Primary Structure Addition Alteration

Applicant: Property Owner Occupant Contractor Architect Other: _____

Name: _____ Phone: _____ Fax: _____

Address: _____ City, State, Zip _____

E-Mail: _____

Property Owner Information (If different from above)

Name: _____ Phone: _____

Address: _____ City, State, Zip: _____

E-Mail: _____

BUILDING PERMIT

Description of Work: _____

Sq. Ft: _____ Value of Const. _____

Office Use: _____

ARB Bldg. Design Approval Date _____

Landmark - YES / NO ID# _____

Historic District - YES / NO District _____

Landmarks Approved on _____

Variance Granted on _____

Demo Final approved _____

Site Inspection approved _____

Bldg: Approved Denied Approved by _____

Zoning: Approved Denied Fire: Approved Denied

ELECTRICAL PERMIT

Description of Work: _____

MECHANICAL PERMIT

Description of Work: _____

PLUMBING PERMIT

Description of Work: _____

MISCELLANEOUS

Grading Parking Lot Blasting: No. ____

Sign: Approval Date: _____

Comments: _____

_____ Approved/Date _____

	BUSINESS NAME	PHONE	KWD LIC. NO.	DATE	SIGNATURE
GENERAL CONTRACTOR/ HOMEOWNER					
ELECTRICIAN					
PLUMBER Minimum Schedule 40 pipe required					
MECHANICAL					

I understand that deed restrictions and subdivision indentures may exist on this property, which are not reviewed or enforced by the City of Kirkwood. The City recommends the property owner review the deed, subdivision plat, and subdivision indentures, and other property title information before undertaking any construction.

I hereby affirm the above statements are true and correct and agree to fully comply with the ordinances of Kirkwood. A permit is not effective until signed by Electrical, Mechanical, and Plumbing Contractor. I hereby certify that the owner(s) of record authorizes the proposed work and I have been authorized by the owner(s) to make this application as their agent. Inspections must be requested 24 hours in advance.

Office Use Only

Notified for pick-up on _____

Phone (name) _____

Voicemail

E-mail

_____ Permit application completely filled out including the names of sub-contractors

_____ Building Plans submitted (2 sets for Residential, 3 sets for Commercial) – signed and sealed by a Missouri Architect or Engineer. Plans shall be amended to include ARB requirements

_____ Kirkwood licensed sub-contractor shall be signed off on permit application prior to inspections

Checklist and Information for Single Family Review Only – New and Additions

This all shall be complete prior to permit issuance

_____ Fees – Review fee (\$500.00), Deposit (\$5,000.00), Building permit fee (based on value of construction)
(New Single Family Only)

Payment due at issuance of permit

Failure to satisfy the conditions of the site plan review approval shall result in the deposit being forfeited to the City of Kirkwood. The forfeiting of the deposit does not relieve the developer or any other responsible party from completing all work and site restoration and the city assumes no responsibility to complete such improvements. Damages – an amount of \$1,000.00 shall be forfeited to the City for damages and costs in the event the project is not completed within one year for the of the site plan approval. An additional \$1,000 shall be forfeited to the City for each six-month period thereafter

_____ Application for single family site plan – (work sheet)

_____ Approved site plan (2 sets) – The applicant shall include two copies of a Site Plan (11"x17"), drawn to scale, with the signature and original seal of an architect, engineer, or surveyor licensed in the State of Missouri, which shall include the following:

- Missouri Minimum Standards Boundary survey signed and sealed by a licensed surveyor
- Size and location of proposed and existing structures on the site, including proposed a/c units
- Distance of all proposed and existing buildings from lot lines
- First floor elevation of all existing and proposed buildings
- Zoning setback lines
- Driveway layout including all parking areas
- Site topography with two-foot contour intervals and spot elevations
- Existing street grades and proposed finished grades of lot
- Storm water flow on the property after construction is complete, including discharge locations of all pipes and downspouts
- Easements, existing and/or proposed
- Abutting rights-of-way and existing and proposed landscaping (show all trees over 8" caliper existing on site)

_____ Site Plan Approval – Site plan will not be approved until the following site conditions are satisfied:

- Tree protection fencing and warning sign installed and approved by City. Chain link fence and sign required
- Siltation control installed and approved by City
- Weatherproof informational sign (24"x18") with builders name, telephone number, and color rendering of building installed and approved by City. Recommend pre-approval of sign graphic in advance of installation

_____ Consolidation Plat (if applicable) Property established as a full lot or consolidated/adjusted into single lot of record

_____ Tree Study – A tree study signed by a certified forester or certified arborist with value of significant trees on and abutting the site.

Information on Requirements

_____ Job site inspection – Inspecting siltation control, tree protection, signage, sidewalks, trash and debris, portable restroom with screening, material storage area, dumpster on rock base with tarp

_____ Deposit refunded by: _____ on _____ \$ _____